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0-7837

The Executive

5 December 1949

Chairman, Intra-Agency Committee on Administrative Overt Procedures  
Chairman, Committee on Issuances of Covert Regulations

CIA Issuances

1. Attached hereto is a memorandum to the undersigned from the Management Officer relating to the above subject. Attached to his memorandum are the reports on the subject of CIA Issuances from the Overt and Covert Committees. Mr. [ ] points out in his memorandum that there are some points of differences between the Committees' recommendations and the beliefs of the Management Staff.

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25X1A9A

2. As a result of Mr. [ ] memorandum, the undersigned, as Chairman of the two above-mentioned Committees, brought those points of difference to the Committees' attention. Subsequently, representatives of the two Committees met with Mr. [ ] to discuss the matter.

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3. As a result of the above discussions, the points were resolved as follows:

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a. In connection with the numbering system, the Committees agreed with Mr. [ ] recommendation that a numbering and lettering system be used entirely and that no decimal system will be used.

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b. It appeared that there was some misunderstanding of the Management Officer's statement concerning a procedures manual. It was indicated that the procedures were to include only detailed items such as a correspondence manual or other items which should be made available to clerical and administrative personnel. It was not intended that the normal regulations be devoid of procedure. On the basis of this understanding, the Committees agreed that the purpose to be accomplished was substantially in accordance with the Committees' earlier recommendations concerning more general distribution of certain portions of the regulations. However, in order to carry forward the Management Officer's idea on the subject, the Committees agreed to the establishment of an additional category No. [ ] which would be entitled, "Clerical Handbook". This category probably would be physically separate from the manual but would be numbered similar to the manual number.

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c. Upon discussion of the category headings, the Committees agreed to the Committees' original recommendations with the exception of the heading of "Finance". It was agreed by the Committees and the Management Officer that "Finance" should be divided into categories of "Budget" and "Fiscal."

d. It was apparent that the Management Officer's Notice system was similar to the recommendation of the Committees of a temporary nature.

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e. Mr. [ ] explained his reasoning for suggesting the use of a General Order type of issuance. The Committees felt that there was no need for a separate type of issuance of this nature since the subjects to be covered could readily be included in the manual itself.

4. To summarize, it appears that there is only one point of difference between the Management Officer and the recommendations of the two Committees. On all other points, agreement has been reached. It should be explained that some of the apparent differences raised by the Committees and Mr. [ ] were based on misunderstandings of what was intended by the recommendations of each. However, there does remain the one difference concerning General Orders which is brought to your attention for resolving.

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5. The undersigned will be pleased to discuss the above at your convenience. Mr. [ ] indicated he would be in a position during the next two weeks to drop by the office at your convenience to discuss the subject. It is felt that it is highly desirable to make the manual firm and proceed with preparation and issuance of the content.

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JOHN H. WARNER  
Chairman

Encl: Memo from Man. Offor., on above  
subject, 18 Nov. 49, w/attach.

cc:

Mr. [ ]  
Mr. [ ]  
Mr. [ ]  
Miss [ ]  
Mr. [ ]  
Mr. [ ]  
Mr. [ ]  
✓ Mr. [ ]  
Mr. [ ]  
Mr. [ ]

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